

**Joint special Meeting of the Dodge County Finance Committee
And the Dodge County Board of Supervisors
Minutes of the October 24, 2017**

Dodge County Finance Committee Chairman, Dave Frohling called the Finance Committee meeting to order at 6:00 p.m. on Tuesday, October 24, 2017 in Room H & I – Auditorium of the Administration Building. Chairman Frohling took roll and the following members were present: Frohling, Schaefer, Benter, Fink, and Guckenberger.

Also present: County Board Chairman Russ Kottke, Supervisors: Donna Maly, Mary Ann Miller, Larry Bischoff, Joe Marsik, Allen Behl, Bill Muche, Lisa Derr, Jeff Caine, Dennis Schmidt Administrator Jim Mielke, Department Heads: Kim Nass, Brian Field, Becky Bell, Jeff Hoffman, Sarah Hinze, Amy Nehls, Jane Hooper, Bill Ehlenbeck, Kurt Klomberg, Lynn Hron, Patti Hilker, Chris Planasch, Andrew Miller, Karen Gibson, Russ Freber, Dale Schmidt. Also present Makenzie Drays, Lori Fett, Bill Wiley, Bob Barrington, and Eileen Lifke. Representatives from the press include: Kevin Hougen (WBEV Radio), Ed Zagorski (Watertown Daily Times), and Andrew Johnson (Dodge County Pioneer).

Eileen Lifke, Assistant Finance Director certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Chairman Frohling opened the meeting stating tonight's intent is to present the 2018 proposed Dodge County Budget. All motions for amendments will be considered after Jim Mielke's presentation of the 2018 Budget.

Jim Mielke, County Administrator thanked everyone for attending and started the meeting by noting the cover of the budget book was completed by Karen Boyd and Bill Ehlenbeck of Land Resources and Parks. The photos for the cover are murals that have been painted though out Beaver Dam.

Administrator Mielke continued with a PowerPoint presentation of the proposed 2018 county budget. Operating expenditures for 2018 are \$108,307,293; a \$496,257 increase from 2017. Debt service is \$3,243,994 a decrease almost \$638,522. Overall 2018 budgeted expenditures are \$111,551,287, a \$142,265 decrease from 2017. Mielke referenced the budget book's Proposed Budget Summary – also known as the "Rainbow Sheet" (page 52) for a summary of expenditures. The summary shows each fund by function. There has been a large decrease since 2017 for public safety, which includes Sheriff and two Maintenance business units. The large decrease is due to the completion of the Pipe Replacement Project. In 2018, Highway will have an increase of a million dollars from Sales Tax for completion of Road Maintenance Projects. Debt Service decreased due to the advance refunding of Clearview debt. Page 23 groups 2018 expenditures by Personnel Services, Other Expenditures and Outlay. Total proposed 2018 personnel expenditures is \$64.5 million compared to \$62 million in 2017. Mielke noted personnel services has increased 4.1% from 2017 and makes up almost 57.6% of 2018's expenditures. The 2018 budget was built with the newly adopted compensation plan and structure. Other Expenditures has increased 3.7% and Capital Outlay has decreased 43.1% from adopted 2017. Capital Outlay highlighted by Mielke included:

- \$1.9 million for the GFOA and Tyler Munis project.
- \$454,644 for the final payment of the Spillman project. Spillman will go live in December 2017.
- \$127,000 for Human Services and Health's transportation vans, which is funded partially by a state program. County match required.

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A chart depicted a visual representation of 2008-2018 Tax Levy. The proposed levy change increased by \$558,965. The 2018 Equalized Value increased by 1.12%. Resulting in a decrease of the County Mill Rate of 2.30%. The proposed County Mill Rate per \$1,000 E.V. would be \$5.50. When looking at 2013-2015, it's a pretty significant decrease in County Mill Rate, which was an average of \$5.69 per \$1,000.

Bar graph depicting a visual representation of County Tax Rate Comparison (page 58) and County Levy by Department (page 59) were addressed. The county tax rate comparison bar graph represented 13 years of county tax rates which are trending back down. The levy by department showed department levy request and percentage of total levy. Consistent with prior years, Clearview isn't on the levy but does receive sales tax allocation to pay principal payments on their debt service. Sheriff, Human Services and Health, and Highway are typically the highest operational areas. The last overview slide compared department 2018 proposed tax levy to 2017 adopted tax levy.

The meeting continued with departments presenting a brief overview of their budget.

- Administrator Mielke reported on County Board's budget. County Board consists of 2 business units (BU): County Board and Eastern Wisconsin Counties Railroad Consortium (EWCRC). County Board (BU 101) is the operations business unit for this department and has an increase attributed to 2018's Wisconsin Counties meeting taking place in Lacrosse instead of Wisconsin Dells and anticipating a county-wide bus tour after new County Board has been seated to look at current and future projects. EWCRC (BU 131) is a consortium of nine counties and there's no budget change for this business unit.
- Bill Ehlenbeck, Land Resources and Parks Director and Land Information Officer provided information on Land Resources and Parks (LRP). LRP consists of 25 business units and provides a number of services including zoning and permits, tax parcel mapping, parks and trails recreation and planning and economic development. Ehlenbeck presented a slide showing a total levy of \$186,354 for the five county parks and it was noted the Friends of Parks group has done a great job at supporting Dodge County parks. LRP's total levy is \$1.59 million with the majority attributed to personnel and service costs. In 2018, LRP will be replacing their camping software system, which will allow Dodge County to be fully online. Land Information is assisting in developing data in GIS that all departments within the county can share, especially with the new ERP. A few projects that were highlighted are:
 - The access to the boardwalk at Ledge Park overlooking Horicon Marsh is being updated.
 - Gold Star Memorial Trail anticipates starting construction this year and finished next year as long as funding is available. LRP is working with a volunteer citizen group since the Gold Star Trail is not funded by levy.

Mielke noted 2018 is the second year funding the Glacial Heritage Development Partnership with Jefferson County, he's sees good opportunities and progress being made.

- Lynn Hron, provided information on Courts' budget. Lynn stated pay for guardian of litem and attorneys was raised to attract quality individuals. Also, Baliff pay increased slightly. No restorative justice budget, due to it ending when 2017 is over. Victim Impact may continue but can be handled by another group. Other levy increases relate to personnel costs.
- Lynn Hron, Clerk of Courts presented Clerk of Court's proposed budget. Clerk of Courts consists of 2 business units. Hron reported the increased levy request is related to wages and

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benefits. Hron commented that jury trials are unpredictable so budgeting is based on best estimate. Jurors pay was increased due to projected cases in 2018.

- Administrator Mielke presented the County Administrator budget. This department is staffed by the County Administrator and 4 hours per week from the Deputy County Clerk. County Administrator (BU 801) is the operational business unit for this department. There is a vacant/unfunded fulltime administrative assistant position. Risk management and all insurances other than payroll insurances are included in this department. WMMIC –General Liability has an anticipated increase of 10%-15% from 2017-2018.
- Sarah Eske, Human Resource Director provided information on Human Resources budget. According to Eske, this department is responsible for personnel related functions including worker's compensation, employee education and training, employee benefits, Civil Service and employee wellness. Human Resources also has 2 staff members on Clearview's campus. Overall, Human Resources' budget has increased, due to wages and benefits and a slight decrease in legal services due to no labor contract negotiations. Dodge County will analyze the option for a self-insurance model versus the current HMO plan again in early 2018. The hope is to do an RFP in the middle of 2018.
- Chris Planasch, Register of Deeds presented Register of Deeds' budget. This department traditionally provides excess revenues that decreases the overall county levy request. Planasch is estimating an increase in revenue for 2018, however some of the transfer tax and recording fee revenue goes to the state and LRP. There is also an increase in wages and benefits.
- Karen Gibson, County Clerk reported on the County Clerk budget. According to Gibson, the County Clerk's budget increased wages and three to four elections in 2018 instead of two in 2017. Revenues for County Clerk are minimal and about the same as 2017. Revenues consists of marriage license and marriage ceremony fee for use of the courthouse. In 2018, new voting machines will be used.
- Administrator Mielke presented Finance's budget in the absence of Finance Director Julie Kolp. The Finance department includes Jail Improvement, PECFA (Petroleum Environmental Cleanup Fund Award), and Contingent Appropriation. Contingent Appropriation for 2018 is \$150,000. Finance's levy increase is partially due to the purchasing agent position with an anticipated start date of April 1 and partially due to increase wages and benefits.
- Patti Hilker, Treasurer provided information on the Treasurer's budget. The Treasurer's department is broken into three areas: Treasurer operations, seized property including clean up and prior year taxes, and county revenue including taxes, Shared Revenues, investment revenue and other revenue. According to Hilker, the operations budget is a small budget and she tries very hard to cut costs where she can. In 2017, there was a savings with less part-time employees due to tax software and website. Additional costs were reduced due to image runner and online receipt printing. Revenues from operations is minimal. Hilker reported on In Rem (BU 1415), Prior Year Property Taxes (BU 1419), and Monarch Site Cleanup (BU1448). In Rem foreclosures work with the Taxation Committee. Revenue is anticipated in 2018, due to principal taxes due and taxes being paid in a timely manner. Prior Year Property Taxes are personal property taxes that haven't been collected by municipalities or chargebacks that municipalities have to pay back to property owners. According to Hilker, the Taxation Committee is working with a developer to potentially purchase multiple properties. The snow removal, lawn mowing and storm water fees are still being completed. Hilker noted, Beaver Dam increased storm water fees by 35%. Investment earnings increased due to the pipe

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replacement project loan and rates going up. A slide was presented to committee members showing the number of delinquent properties decreasing since 2009. Hilker stated delinquent taxes are steadily decreasing. As most are aware, Washington Mutual is why 2013 is so high. Surveys are being completed, parcels are being taken in small pieces and sold.

- Administrator Mielke reported on Central Service's budget. According to Mielke outgoing mail has been contract out since October 2nd, 2017. The services are being provided by a company other counties within Wisconsin use as well. They pick up the mail from three buildings then process, stamp, and scan all mail in Madison. Incoming mail is still handed by Dodge County. Mielke stated, the new process is going well.
- Kurt Klomberg, District Attorney presented the District Attorney (DA) budget. This budget has two new positions from 2017 fully funded of 2018. According to Klomberg, the discretionary side of the DA's budget is steadily decreasing. This would be the supplies, support, training, travel, etc. needed for operations. Wages and benefits have increased in 2018.
- Kim Nass, Corporation Counsel Director reported on Corporation Counsel's budget. Nass reported an increase in wages and benefits. In 2016, an attorney position was added so she would like to use internal resources before special legal counsel is necessary, which results in a decrease in special legal counsel.
- Administrator Mielke, presented the Information Technology (IT) budget. The IT department maintains the county network, data storage and telecommunication. IT is also working with Finance on implementation of the new ERP system. Mielke stated he is currently providing direction for the IT staff and would like to maintain services as proposed in 2018. According to Mielke, IT's budget decreased slightly overall, however there was an appropriation increase due to the ERP project.
- Russ Freber, Director of Physical Facilities updated committee members on Physical Facilities' proposed budget. Freber reported a slight increase due to interest of the Pipe Replacement Project. In 2018, they have found ways to decrease the utility costs with water savings, however the city has now increased the rates due to decreased usage. Physical Facilities is looking into ways to save on energy costs. Freber stated they were pleased with the result of the pipe project. They were able to complete the Pipe Replacement project a month and a half ahead of schedule with the collaborative efforts between the contractor, Sheriff's Office, and Physical Facilities.
- Dale Schmidt, Sheriff reported on the Sheriff's Office budget. The Sheriff's Office overall budget decreased, however there was an increase for wages and benefits. The wages and benefits increase was offset with increased anticipated revenue from contracted beds. We have budgeted contracted beds at 259, however as of today we have 274. Schmidt stated with the stability with immigration he is comfortable with the 2018 contracted bed revenue. A slide was presented showing the Federal Inmate Boarding Comparison, you are able to see the slight decrease from March-May due to the Pipe Replacement Project. He met with immigration two weeks ago and they were not aware we had more beds available since the completion of the Pipe Replacement Project. Squad replacements for 2018 were purchased in 2017. Contract wages increased due to bargaining in 2018. One K9 patrolman has been moved from patrol business unit to the K9 business unit. In regards to the rest of the Sheriff's Office budget, everything else is steady with last year.

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- Administrator Mielke delivered the Medical Examiner budget. Medical Examiner's (ME) budget decreased due to the ability to control costs.
- Amy Nehls, Emergency Management Director reported on Emergency Management's budget. Mielke noted the \$40,000 water rescue expense and offset revenue of Sales Tax is in Emergency Managements budget. Nehls provided highlights on the business units within Emergency Management.
 - An increase of \$3,500 in Local Emergency Planning and EPCRA is due to Uniform Grant Guidance dictating the percentage of eligibility.
 - Central Communications – Towers – Simulcast Paging increased due to maintenance on towers with higher loads and Simulcast equipment.
 - The increase is also contributed by the purchase of a new 2018 truck. The current 2009 truck, will be purchased by to LRP and a change in wages and benefits.
- Administrator Mielke, presented Child Support's budget. The increase to Child Support's budget is from increased wages and benefits. The Child Support department handles paternity cases and child support orders. It also enforces child support cases from other states. Child Support is still using the call center so they are able to devote more time to their case load.
- Andy Miller, Veterans' Services Director reported on Veterans' Service's (VA) budget. The VA department consists of two business units. Veteran's Relief (BU 5301) provides assistance to Dodge County's veterans in need. Assistance is given for veterans to purchase groceries, medicine, medical care or housing needs. Costs associated with assisting veterans and dependents who seek state and federal benefits are recorded in Veterans' Service Officer (BU 5302). The majority of expenditures for this business unit are for personnel services. Graveside flags are also purchased through this business unit. Miller stated his department was the largest increase percentage wise due to a new fulltime Benefit Specialist position effective April 1st.
- Administrator Mielke presented County Library's budget. In 2018, funding for non-resident circulation increased 5% compared to 2017. The reimbursement is driven strictly by circulation numbers. Each library is required to file a copy of their annual State Report with the County Clerk.
- Jeff Hoffman, UW-Extension Department Head updated committee members on UW-Extension structure changes and as of July are in the implementation stage. In 2018, there is a reduction in support staff. Jeff's position moved to a regional position. Jeff's region is Sauk, Columbia, and Dodge Counties. Hoffman stated, the recently proposed merger into UW system will not impact county contracts. The school and college will be under UW Madison. As long as the grants continue as they did in the past, the Clean Sweep will be done in 2020. Mielke noted, the Dodge County Fair Association contribution has been increased from \$26,500 to \$27,000. The fair association did not request the increase. The last increase was done in 2010 and the administrator felt it was necessary.
- Administrator Mielke reported on Land Conservation's budget. Personnel costs have been consolidated into one business unit. The increase is due to an automated system for tracking farmland preservation budgeted and there will be a water testing program conducted in 2018, which will be the 3rd year.
- Becky Bell, Human Services and Health Director and Monica Hooper, Division Manager of Fiscal Support provided information on Human Services and Health's (HSH) budget. A slight decrease in total budget and levy was noted. Bell stated, approximately \$80,000 in youth aids has been awarded, but that was not placed in budget. Areas reported on by Hooper include:

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- Department 40 – Public Health: Grant revenues in Public Health will be decreasing and causing an increase of levy request. Kamps noted that depending on the county's caseload throughout the year, revenues received from state grants can change after the year starts and then change mid-year. Public Health's 2017 grant revenue is projected to decrease. This caused a levy increase for:
 - Maternal Child & Women, Infants, and Children – WIC– Due to revenue decreasing the budget decreased by 10%.
- Department 48 – Clinical Services:
 - Mental Health (BU 4801) will have a levy increase. This is primarily due to increased expenditures are due to contract increase for child psychologist, Advanced Practice Nurse Prescriber and drug screening costs.
 - Comprehensive Community Services (BU 4807) increased revenues and expenditures due to substantial program expansion.
 - MI-CBRF (BU 4809) and MI-Inpatient Institution (BU4812) were both decreased due to exploring the use of alternate less expensive options. There has been a \$469,000 decrease between 2016 & 2017. Chemical dependency has increased due to heroin issues.
 - Social Services – Childcare Shelter & Placement (BU 5004) will experience an increased State rate as well as increased placements.
 - Aging and Disability Resource Center (BU 5035) has increased Personnel costs due to the addition of a Community Education Coordinator. There are additional State grant dollars and Federal matching funds available for these costs. As well as a printer is needed - \$17,000.
- Department 50 – Social Services:
 - Children's Sheltered Care (BU 5004) increased because of projected increase cost for children's shelter care placement.
 - Foster Home Care (BU 5008) increased from projected increase cost for foster home care placement.
 - Electronic Monitoring (BU 5019) services are projected to decrease based on 2016 estimated numbers.
 - Aging and Disability Resource Center (BU 5035) personnel and operating costs are estimated to increase along with increased revenue from additional grant revenue and federal-matched funding.
- Department 56 – Changes as a result of increased Personnel Services.
- Department 57 – Senior Dining will increase from a combination of increased meal costs and decreased donations. This department will analyze possibilities to increase donations and promote marketing of the program.

Overall, HSH's proposed budget will decrease \$27,368. David Guckenburger requested an update memo to County Board on Netsmart progress on November 14, 2017. Chairman Frohling noted, Netsmart will be added to the External Audit Committee as well.

- Administrator Mielke presented information on Debt Service. Principal is paid by Debt Services. Interest is paid by the respective departments. Debt service payments will increase in 2018 with the borrowing for the Detention Facility Pipe Replacement Project. Refunding bond approved in June 2017 for Clearview and Highway. Principal will come out of sales tax and

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interest will come out of operations in 2018. Clearview paid off their office building in 2017. Mielke continued with an update on County Sales Tax Remittance. He noted the projected 2017 remittance is at \$6.5 million. Also noted based on history and year to date, 4.9 million is estimated as of September 2017. If everything holds through the end of the year, this will be the highest sales and use tax revenue year since conception.

- Jane Hooper, Clearview Administrator and Bill Wiley, Clearview Director of Financial Services presented Clearview's budget. Clearview has the county's largest department budget of \$27,631,150 and largest number of employees. Wiley reported MCHA consists of 13 counties in consortium and makes up the majority of our revenue. In 2018, we are transitioning out of Nursing Home into Behavior Health. Nursing Home census has dropped so the transition allows us to balance revenue stream, become more diversified, and protect us better. There is always a waiting list for Behavior Health so we increased by ten beds in 2017 and will be increasing ten beds in 2018 as well.
- Brian Field, Highway Commissioner reported on Highway's budget. Field highlighted the 2017 County Hwy S project through Iron Ridge. This project is being completed with help from the Surface Transportation Program (STP) which provides funding for small communities that don't have the resources for major road projects. Local share for this project is 20% which will be split between the county and the village. Now that the project is completed, there will be a jurisdictional transfer to the village and it will become a village street. Field continued with slides showing sections of highways completed in 2017. This included:
 - The Phase IV of Hwy C – Hwy A to Hwy 151. Safety, drainage, and snow drift improvements.
 - County Road C (Jersey to Buckhorn) – A retaining wall and missing stop signs were added. Also, reconstructed area to improve the home owner's visibility coming out of their driveway.

Field presented Highway's proposed capital equipment purchase list. The proposal was for a total of \$2,300,200. Chairman Frohling requested net cost of actual assets be added to the budget book. Field stated the trucks are no cost to us based on the municipal discount and the resale value at auction. Field continued trucks are on a 6-7 year replacement plan and there are 55 trucks in the fleet currently and the majority are over 20 years old. There is a two year cycle supervisor truck replacement program. The mastic melter repairs roads between failed and crack filling. There has been positive feedback in relation to the mastic melter and the Highway department is able to hire it out for other counties and the state. The generator purchase is a cooperative effort with Emergency Management for the COOP plan at the Mayville Highway Shop. An increase on snow and ice is based on a five year average for 2018. Field continued explaining the 2017 constructions projects that will be done in 2018. County AW (CTH A-Jersey Rd) is a collaborative effort between four counties and they all have it in their 2018 budgets. The next reconstruction effort will be Highway M from Watertown to Juneau.

- Administrator Mielke concluded the meeting with slides on "Where Do Your County Property Tax Dollars Go?" and historic application of General Fund balance to budgets.

Chairman Frohling continued by reading the Report to Resolution Dodge County Budget for 2018. Motion by Benter and 2nd by Schaefer to recommend a net county tax levy amount of \$33,840,280 and resulting county tax rate of \$5.504/\$1,000 of Equalized Valuation for the 2018 Proposed County Administrator's Budget.

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Chairman Frohling opened the floor for amendments. Supervisor Donna Maly submitted a written amendment to change the funding source of the Dodge County Fire Chiefs Water Rescue Equipment in the amount of \$40,000 from Sales Tax to Tax Levy and reallocate the available \$40,000 sales tax as a payment to the Neosho Highway Shop debt principal. Kim Nass presented a revised 2018 Dodge County Budget Appropriation Resolution, highlighting 2017 valuation, expenditures, revenue, revenue sources, sales tax revenue, computer aide, county tax levy, and county tax rate. The revised resolution will shift sales tax into county levy. Schaefer stated he does not support the Water Rescue Equipment payment at all.

Motion by Donna Maly, 2nd by Joe Marsik on written amendment.

Motion carried 4 to 1, opposed by Schaefer on amendment to change the funding source and reallocate the \$40,000 to Neosho Highway Shop debt principal.

Supervisor Allen Behl submitted a verbal amendment to take the Dodge County Fire Chiefs Water Rescue Equipment in the amount of \$40,000 out of budget for 2018 and use levy to reallocate it to highway maintenance.

Behl stated the request is totally foreign from County practice. They have purchased equipment on their own previously and I am afraid if we start something like this, more things like this will be presented to the county in the future.

Motion by Allen Behl, 2nd by Dave Guckenberger on verbal amendment.

Motion carried 3 to 2, opposed by Benter and Frohling to remove Dodge County Fire Chiefs Water Rescue Equipment from the budget.

Chairman Frohling continued by reading the Revised Report to Resolution Dodge County Budget for 2018. Motion carried with unanimous approval.

The next regular meeting is scheduled for Tuesday, November 7, 2017, at 7:30 a.m., in the Auditorium, located on the first floor of the Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 8:43 p.m.

Ed Benter,



Secretary